

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

DIRECTOR'S REPORT

August 25, 2017

*Background notes for Monday, August 28th
Park and Recreation Commission Agenda*

RESERVOIR ALL-PERSON TRAIL

The contractor has completed the well closures, and the two areas have been planted, restoring the wetland areas. The stone dust path has been started. (See attached photos) The pre-fabricated boardwalk and fishing piers are being built. Conservation Director Matt Varrell and I are working with BETA on the interpretive signs that will be included, with one that provides an historic background to the Reservoir and others featuring wildlife, fish and plants that can be found around the Reservoir. In addition to the boardwalk and stone dust paths, a few sections will require concrete to prevent run-off. The final aspect of the project will be the addition of four parking spaces at PSAB, to accommodate additional visitors to the site. We got some great news from the state regarding our trail, which will be formally announced in early September. *See attached photos.*

NEWMAN FIELDS

The American Sports Builders Association (ASBA) has notified Weston & Sampson that the Newman Fields project will be recognized as an award winner in the Multi Field category at their annual awards program in December in Louisiana. Award winners are typically featured in trade magazines, so we'll be in the lookout for Newman. Parks and Forestry had a full crew working at Newman on Monday and it is in beautiful condition!

PARK RESTROOMS

The Mills restroom is now back in use. The initial problem with the overflowing toilet was paper product stuffed into the toilet, and as the blockage went down the line, it came to the joint where the new piping met the old piping. Roots were also invading the old piping, so DPW Water/Sewer Division replaced the older piping, and DPW Highway will restore the section of parking lot dug up for the project. The cleaning company was then able to go in to do a full cleaning. A secondary issue for cleanliness was that a sports organization had put some storage in the building, which has been removed with a reminder that no storage is permitted in the restroom building. The Public Facilities supervisor for evening shifts is monitoring the cleanliness, as he does at Claxton and Cricket. The senior custodian at Pollard monitors cleanliness at DeFazio's Carleton Pavilion, and the senior custodian at the High School monitors cleanliness at Memorial Park.

WALKER POND

Through the Conservation Department, ESS has been hired to do a study of conditions of Walker Pond. Once all the contractual paperwork is complete, the study will begin and include getting input from neighbors.

OPEN SPACE AND RECREATION PLAN

The Conservation Director and I are waiting for input from Town boards on the draft of the Open Space and Recreation Plan. We will then incorporate changes into the final document and seek votes of support from the Commission, Board of Selectmen, Conservation Commission, Planning Board, and Board of Health. The report will then be submitted to the state for review. Often, some questions are sent back for clarification before the report is finalized and accepted.

KNOLL TRAIL AT WILLIAMS SCHOOL

The Student Conservation Association was able to complete the building of the Knoll Trail at the new Williams School, with an assist from DPW. Attached is a report on the project. The CPC, who provided the funds for the project, will have a tour next week. This work was done prior to construction beginning on the site, to avoid conflicts and insure full access to the work area. The landscape architect will also be observing the installation of the boardwalk at the Reservoir Trail, as that system will be used at the Williams School on the areas around the pond.

MOBILE FOOD VENDORS

Some staff members from the Town Manager's Office, Health Department, Fire Department, and Park and Recreation Department are working on a coordinated process for the updated mobile food vendor regulations. An August version of the regulations is included in the Commission meeting packet. The Fire Department needs to permit any unit with propane tanks. The Health Department has a permit process for a first-time use as well as for returning vendors. The Town Manager's Office will now have a process for applying for locations, including the pilot site at DeFazio. We are all working on streamlining the process to make it easier. I've drafted an updated version of the Special Event request, and once that is final, will also need to update the information that describes the special event permit process.

NHS ATHLETICS

Parks and Forestry Superintendent Ed Olsen and I attended the NHS fall coaches meeting on August 24th. We discussed the roles of our two departments, and how we work with Athletic Director Dan Lee. The new Assistant Athletic Director is Mike Jackson, who was also present at the meeting. In the past, coaches from all three seasons attended a longer meeting, but AD Lee is changing to shorter meetings with in-season coaches. We'll both attend the spring meeting, too.

DPW FUEL STATION

This project began within the gated area at DPW and is now moving out to the location near the former salt shed to begin construction of the new fuel station. The contractor meets daily with the Reservoir Trail contractor to coordinate work within the same region. The project will begin with the demolition of the salt shed.